



County of Bernalillo

State of New Mexico

Housing Department

2400 Wellesley Dr. NE, Suite 100

Albuquerque, New Mexico 87107

Office: (505) 314-0200 Fax: (505) 462-9737

www.bernco.gov



Process and Protocols For One (1) Hour Informal Hearing

A. Opening Hearing: (5 Minutes Maximum)

The Hearing Office will start promptly on the scheduled time making the introductory statement to include but not limited to, as well as reviewing procedures regarding conduct of parties during the Hearing:

1. Announce that the Informal Hearing is being recorded, and arrangements can be made in advance to obtain an electronic copy through the Compliance Office at no cost
2. Title of Case, Date, time and place of Informal Hearing
3. Bernalillo County Housing Staff will be asked to state their name for the Record
4. Persons present will be asked to state their name, representing party if applicable, and witnesses on their behalf for the Record and then asked to raise their right hand and sworn in

B. Bernalillo County Housing Staff Opening Statement Includes: (15 Minutes Maximum)

1. Summary of Pre-Hearing Packet and Witness Testimony If Applicable
2. Concludes with the reason(s) for the request for termination

C. Tenant Cross-Examines the Bernalillo County Housing Staff (5 Minutes Maximum)

D. Tenant or Representative states their case (15 Minutes Maximum)

1. Summary of Pre-Hearing Packet and Witness Testimony If Applicable
2. Concludes with the reason(s) against granting termination

E. Bernalillo County Housing Staff Cross-Examines Tenant or Representative (5 Minutes Maximum)

F. Bernalillo County Housing Staff Rebuts (5 Minutes Maximum)

G. Tenant or Representative Rebuts (5 Minutes Maximum)

H. Hearing Officer Concludes the Informal Hearing: (5 Minutes)

The Hearing Officer will announce the date by which they will issue a written decision (which will be within 10 business days of the Informal Hearing), and state the time at which time the Informal Hearing is concluded and recording stops.

COMMISSIONERS

Charlene E. Pyskoty, Chair, District 5 Steven Michael Quezada, Vice-Chair, District 2
Debbie O'Malley, District 1 Adriann Barboa, District 3 Walt Benson, District 4

ELECTED OFFICIALS

Tanya R. Giddings, Assessor Linda Stover, Clerk Cristy J. Carbón-Gaul, Probate Judge Manuel Gonzales III, Sheriff Nancy M. Bearce, Treasurer

COUNTY MANAGER

Julie Morgas Baca